**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Housing Employment Officer– Connecting Communities Fixed Term June 2023 | **Grade**: SO2 |
| **Section:** Economic Development | **Directorate:** Chief Executive Group |
| **Responsible to following manager:**ESF Business Manager – Connecting Communities | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:** October 21 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To provide a comprehensive, effective, integrated, systemically informed employability service as part of the Connecting Communities programme. Working closely with colleagues in the Housing Department, to engage with residents in our social housing to provide employment support to access vacancies offered by the council’s Work Match service. To deliver excellent employment work practice, assessing complex need, planning, and working purposefully with individuals To provide an employment and skills service which is both relationship-based and which responds in a timely manner.

**Specific Duties and Responsibilities**

* Connecting with Wandsworth’s residents, particularly those based in social housing, to recruit participants based on eligibility criteria, including outreach and information sessions.
* Increase referrals from Wandsworth’s social housing tenants to the councils Work Match service.
* Helping participants secure good quality employment through comprehensive and connected management that removes barriers and promotes social mobility.
* Providing participants with support to enhance fusion skills and ensure outstanding outcomes and flourishing in relation to employability.
* Developing and maintain employability resource information ensuring it is accurate, current, and accessible.
* Providing focused and purposeful employment services, including in complex situations, with explicit aims and objectives about desired outcomes which are proportionate to each person’s identified needs and the informed by employment data.
* Establishing rapport, build, and maintain professional, respectful, and honest relationships with participants to develop trust and assist in promoting positive and timely outcomes.
* Working with a degree of independence without the need for close supervision, whilst recognising when and how to collaborate with a range of sources. Use supervision to identify strategies to build professional resilience and balance the potential for bias in decision-making.
* Formulating, implementing, and reviewing employment pathway plans
* Delivering services flexibly across different parts of the council and within businesses, education and training providers, schools or community settings.
* Working purposefully with others to form networks and hubs to boost a more joined-up approach to employment service delivery
* Using data effectively and efficiently from a range of sources to produce reports and provide evidence and to ensure data is maintained in accordance with data protection legislation and good practice.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of employment funding, government schemes, statutory and other guidance  |  |
| Knowledge and understanding of current issues in employability |  |
| Knowledge of roles and responsibilities of key employability providers and agencies |  |
| Knowledge of GDPR processes and procedures and adhering to polices around confidentiality and standards of conduct.  |  |
| **Experience**  |
| Experience of delivering high impact and innovative programmes of employability  |  |
| Experience of preparing reports and presenting these within formal settings  |  |
| Experience of working with social housing tenants |  |
| Experience of developing and delivering employability programmes  |  |
| **Skills and Abilities** |
| Strong time management and organisational skills and the capacity to work flexibly and with initiative in an innovative, fast-paced, and dynamic work environment  |  |
| Effective oral communication skills with stakeholders of all levels, including senior stakeholders, people of influence and young people  |  |
| Able to effectively maintain and use data and evidence to inform decision making and next practice approaches, including research and data analysis and evaluation skills  |  |
| Capacity to use the skills of critical thinking and analysis towards problem solving  |  |
| Ability to consider issues relating to diversity and the experience of discrimination  |  |
| Ability to collate and analyse complex information and produce high quality data and reports that are easily understood by others, with clearly evidenced recommendations.  |  |
| Ability to develop and deliver effective employment practices in complex situations, manage own workload and be accountable for work with a range of participants and stakeholders |  |
| Ability to provide professional guidance, support and developmental opportunities with colleagues and contribute to organisational development. |  |
| Ability to work flexibly to fit in with the needs of participants and stakeholders. |  |
| Ability to develop professional relationships with businesses and Livery companies and education and training providers |  |
| Computer literacy skills at an advanced level to maintain records within information management systems.  |  |
| **Qualifications**  |
| Must be able to provide evidence of continuing professional development  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**